DRAFT ONLY

MEETING NOTES

California Statewide Interoperability Executive Committee (CALSIEC)
CALSIEC Meeting
July 10, 2007
10:00 am – 3:00 pm | OES Headquarters
Governor's Office of Emergency Services, 3650 Schriever Ave. Mather, CA 96566

NEXT MEETING DATE: August 16, 2007 in Southern California, location to be determined.

ATTENDANCE: See listing at back page.

ACTION ITEMS

A. Common Naming
1. The National Common Naming Channels were adopted unanimously.
2. This will be included in the SCIP, Strategic Planning section.

3. A Naming Ad-hoc Subgroup was formed: Don Root, Chair. Sue Plantz, John Powell, Bob Sedita, Gary Gray, George Lowry, Brent Finster. The group will meet on: Friday, July 20 at 10am. Contact Don Root for additional information.
4. John Powell will draft a letter on the Naming Implementation Work Plan.

B. Meeting Process
1. At all future CALSIEC meetings agenda items will be marked for "Discussion" or "Action."
2. An agenda item must be brought up for discussion before action can be taken on it at a subsequent meeting.
3. Within 10 days of each CALSIEC meeting "Action Items" and a "Pre-Agenda" for the next meeting will be sent out.
4. Background/ reading material will be sent out as early as possible for each meeting.
5. Be sure to post all meetings and conference call meetings on the CALSIEC list serves.

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C. Emergency Response Council (ERC), formerly SAFECOM Advisory
1. John Powell will draft a letter on behalf of CALSIEC regarding the ERC draft.
   (a) The word "shall" should be universally deleted.
   (b) Increase inclusivity so as to be sensitive to resource strapped areas.
2. All members are encouraged to send comments to the CALSIEC list serve.

D. CALSIEC Regions

1. Laura Phillips and Kent Eldridge will explore becoming co-chairs of the Capitol-Bay Area Regional group.
2. John Powell and George Lowry will work to set up a Central Valley Regional meeting.
3. Southern Region's next meeting is July 18.

E. Frequencies

1. A meeting focused on Law Enforcement should take place this winter; Interoperability via OES frequencies versus Clemars.

F. AUGUST 16 – PRE-AGENDA (subject to change)

1. **The SCIP will be the overarching focus of the meeting.**
2. Governance (statewide/regional)
3. Naming – Channels
4. Naming – Gateways
5. CASM – Governance
6. National Plan Principles (ERC) -- ACTION ITEM
7. Frequency Access -- Tribes, Others, Law Enforcement
8. Licensing Process – ACTION ITEM (possible adoption)

1. 0   WELCOME, GREETINGS, ANNOUNCEMENTS

Adam Sutkus, California State University, Sacramento, Center for Collaborative Policy (CCP) opened the meeting and welcomed participants. Because of the fires a number of people could not join the meeting. Adam covered the ground rules and the items in the meeting packet.

John Powell, CALSIEC Chair, Member at Large, welcomed participants. He said that a lot has been happening at the national level, most of which is on the day's agenda. Mr. Powell suggested that the CALSIEC meetings be taped.

John Penido, CALSIEC Member representing California Fire Chiefs Association, had some process related suggestions. These are noted in the action item listing above and relate to having agenda items marked for discussion at one meeting and action at the next. He explained the importance of having time to check in with one's constituents between meetings.

Sue Plantz, CALSIEC Member from OES, gave opening remarks on behalf of Deputy Director Frank McCarton. She announced that the Statewide Communications Interoperability Plan (SCIP) contractor had been chosen. SRA International is the name of the contractor, based in Fairfax, Virginia. All information today will go to the contractor. It is a short timeline; all will do their best to press forward.

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MINUTES FROM 5-8-07 CALSIEC MEETING
Don Root, CALSIEC Member at Large representing a regional communication system, moved to accept the minutes from the group's last meeting on May 8. Bob Sedita, CALSIEC Vice-Chair, representing California State Sheriff's Association, seconded it. There were no comments and the notes were accepted.

LEGISLATIVE REPORT
Meghan Massera, OES, gave a legislative report. She explained that AB 1738 had been turned into a tribal gaming initiative. Don Root then expanded on what happened to AB 1738.

Adam welcomed new members. He asked participants to consider giving suggestions as to what can make these meetings as good as they can be on the 3 x 5 cards on the meeting tables. Adam then asked if there were any announcements.

ANNOUCEMENTS
   o In the Los Angeles area, the contract was signed with consultants and they are moving toward a single platform system, costing $2.5 million.
   o Bill DeCamp, California Dept of General Services noted his handout, a chart illustrating which counties have submitted a draft Tactical Interoperable Communications Plans (TICPs).
   o John Powell also noted the 6.25-KZ commission. It has thrown the entire industry into a huge fiasco. All are encouraged strongly to look at the legislation and to comment on it. Gary David Gray, CALSIEC member, representing the California Public Safety Radio Association (CPRA) noted the need to look closely at this.

2.0   PSIC (PUBLIC SAFETY INTEROPERABLITY COMMUNICATIONS GRANTS)

PSIC Grants
The requirements and criteria upon which PSIC grants will be considered were discussed. There will be a scorecard for state plans and about 40 key criteria with 4 major areas for consideration. It had been suggested that those criteria be weighted. There will be two kinds of validation procedures. When the plans are collected it is expected that validation will be done within upcoming exercises and there will not be a need to plan a new exercise. This information will all be rolled into the scorecard. This scorecard will look at all 5 lanes of the [SAFECOM] continuum. This will include subject matter experts (SME's) and peers.

Question: How do you document tribal and non-governmental organization (NGO) participation for the SCIP? Response: The focus of your documentation effort is due diligence. NGO examples included Red Cross, private ambulance, public utilities, and volunteer ambulances. The California Ambulance Association should be included. Additional response: Just to express some caution – be sure there is some vetting to make sure they are the right organizations. Don't open the door too wide.   Remember this is about including them in the planning process, not for being available for getting funds.

The current date for release of the PSIC grant requirements will be Thursday, July 19. Grant guidance will come out on the 20th.

3.0 SCIP (Statewide Communication Interoperability Plan) CONTRACTOR & PLAN DEVELOPMENT

SCIP Contractor Update
Sue Plantz, OES, explained that SRA International, based in Virginia, was the winner of the Statewide Communication Interoperability Plan (SCIP) bid. They have experience in interoperability work in Virginia, Upstate NY. Sue then explained the deliverables schedule SRA will be working under. The first draft of the SCIP is due on July 15. So any information gathered today will be relayed to them. On September 1 the second draft is due and the final draft is due to the Department of Homeland Security (DHS) by November 1. A big focus for the contractor will be the rural parts of the state.

SCIP Data Collection
To give some context as to where the state is at as far as gathering the information that will 'build' the SCIP, Bill DeCamp, created a chart that illustrated which counties had and had not submitted draft Tactical Interoperable Communications Plans (TICPs). The TICPs will be 'rolled up' to build the SCIP. Bill referenced his large, color-coded table entitled, "July 10th 2007 Rendering of Draft California TICP Development by County." The table lists all 58 counties in California and has them color-coded with three designations – red: Urban Area Security Initiative (UASI) County (and part of a draft TICP submission); green: County that has submitted a draft TICP; and blue: no TICP response. To illustrate the challenge that more rural areas face in developing TICPs, he gave the example of Humboldt County. They have two main tribes. The Yurok tribe is very active and participated in the TICP development, but the Hoopa Tribe does not have the resources to participate and are not included in the draft TICP.

Adam thanked Bill for developing the very helpful visual tool. Adam then asked if there were any obvious blanks to fill in on the chart. There were no comments. John Powell reminded everyone that for the current effort the state is only looking at interoperability resources. That cuts down on what information is needed.

John Powell commented about plans coming in a detailed format and a redacted format. The thing to redact would be people's contact information such as phone numbers, but there is not a need to worry about frequencies as that is public information.

SCIP Roundtable Discussion
Adam explained that the group would do some SCIP planning brainstorming. He asked everyone turn to page 9 of the May 8, 2007 (last) meeting minutes, as well as the handout in the packet entitled, "SCIP CONTENT PLANNING."   The goal for CALSIEC members was to identify information important to convey to the SCIP contractor. Members also had the option to identify items of particular interest to them; each of the * demarcations below represent one individual.

The four key areas the group worked on are: technology, governance, usage, and training and exercises

TECHNOLOGY ITEM FOR SCIP
Multiple Points of Contact -- Expert coordinator – Bill DeCamp, California Dept of General Services; Regional – Don Root; State – Gary Grooveldt; Tribal – Don Casey; Federal – Gary Mossa; P25 – John Powell

1. Federal Point of Contact – Gary Mossa available?
2. Varies by Region
3. Simple
4. Cost conscious
5. Easy to Use
6. Notes from joint CALSIEC/PSRSPC have a number of points of contact rather than just one.
7. Outreach on technical- How to get technology out. Mechanism needed. For example, to Inyo County. Both technical and governance issues need thought on how to outreach.
8. Comprehensive solutions – common footprints. *
9. Understand limitations **
10. Gateway interoperability/interface issues
    - Toolbox
    - License issues
    - Coordinate access to move between seamlessly
11. Stove piping – identify so can eliminate and get compatible.
12. Borders Issues: governments (in California), neighbor states. **
13. Naming Implementation

GOVERNANCE ITEMS FOR SCIP*
Point of Contact: Sue Plantz
Revision to 5/8 meeting notes: add Mary Cook

1. Use governance document as basis for SCIP per May 8 meeting
2. Governance document posted on website (before May 8 meeting)
3. Include Standard Operating Procedures (SOP's)
4. Urge look at CALSIEC Charter
5. Membership (in CALSIEC) is state heavy, encourage locals that have great governance experience.
6. UASI- look at governance pre-emergency and address borders issues.
7. Include OES Fire & Rescue (for governance experience).

USAGE ITEMS FOR SCIP*
Points of contact: Bob Sedita, John Penido
Revision to 5/8 meeting notes: Remove Mary Cook's name

1. Firefighter proof:
   - *simple, practical, unbreakable, second nature, daily use (if not daily, have monthly test/exercises. The test/exercises would be linked to Training & Exercise portion of SCIP).
2. Usage Built into Training
   - Operational protocols in mid-level managers and incident command training.
   - Familiarization
3. Maintenance Built-In
   - Ongoing
   - Refresh
   - Models in regional operations exist now (good resource for SCIP)
   Maintenance Evolution
   - Maintain and expand capabilities
   - Address gaps
4. FOG (Field Operations Guide)
   - Built usage into the Guide.
5. Tribes
   - Address use of frequencies

TRAINING & EXERCISES ITEMS FOR SCIP
Points of Contact: Brent Finster & Laura Philips

1. POST Curriculum include
   - Interoperability, key players, continuing education, dispatch staff, technicians, and all communications.
2. Context- see notes from 5/8/07 joint CALSIEC & PSRSPC meeting.
3. Next CSTI- include in curricula
   - Get a CSTI Volunteer
4. OHS Training grants →Training
5. Naming Implementation

LUNCH

NATIONAL INTEROPERABILITY INFORMATION EXCHANGE (NIIX)

The new website www.niix.org is a national library of interoperability information being hosted by the National Public Safety Telecommunications Council (NPSTC). Don Root, CALSIEC Member at Large (Regional Communication System) projected the website live. There were documents posted as examples. He explained that the site went live July 3. CALSIEC members strongly encouraged to register for the site. Documents will be available to collaborate on. It is a secure website so community members can look at un-redacted versions. The redacted versions will be on public view. Links to and from the CALSIEC site will be put into place.

A robust discussion ensued as to who will be able to register on the site and how that verification takes place.
Key points:
- It isn't automatic who gets on. They make a phone call to validate that the applicant is an employee. Laura Lipman is the person who checks directly.
- Who will be doing the maintenance for California? When Robert Samaan, CALSIEC member representing the Office of Homeland Security (OHS), will be able to provide input on this.

5.0   RATIFICATION OF THE REVISED NPSTC COMMON CHANNEL NAMING PLAN FOR USE IN CALIFORNIA

The meeting packet contained a copy of the National Public Safety Telecommunications Council's (NPSTC) "Channel Naming Report." NPSTC recently went through the final adoption process. There were no significant changes to the draft version. Don Root said that the document had been vetted.

Official Vote: The group was asked if they want to officially adopt the Naming Plan. John Penido, CALSIEC member representing the California Fire Chief's Association moved to accept the document and Angela Azevedo, CALSIEC member representing the California Department of Corrections & Rehabilitation, seconded it.

Discussion: The group asked John Penido to elaborate on how happy the Fire community was with the plan. He responded by explaining that this came up in March of last year. There were multiple discussions led by Firescope representatives. The Firescope group worked through this and came up with a proposal that works for us. Don Root did a great job of bringing forward the proposal. The process was fair and inclusive. He said they feel obligated to support it throughout California. If we hadn't gone through the process we did it wouldn't be so supported.

He went on to say that this is a great example of how and why a group like CALSIEC can make a big difference. It is a testament to the organization. A big thanks was extended to the California fire service. They are the only group in the nation who field-tested it. That carried a huge amount of weight in coming back the meeting and having people listen. Thanks to Don's efforts, in the end California ended up with the best of everything.

It was noted that further discussion needs to take place on some secondary channels. There was a reminder that grant money can be used to reprogram radios. It was also noted that there will be an opportunity to vet this before there is a second touch.

Vote Outcome: No opposed. No abstentions. Unanimous adoption.

Action Items Related to Common Channel Naming Plan for use in California:

o   To be included in the SCIP, Strategic Planning section as well as Training and Exercises.

- o A Naming Ad-hoc Subgroup was formed: Don Root, Chair. Sue Plantz, John Powell, Bob Sedita, Gary Gray, George Lowry, Brent Finster.
  - o **Meeting**: Friday, July 20 at 10am. Contact Don Root for additional information.

- o John Powell will draft a letter on the Naming Implementation Work Plan.

- o This issue should be discussed further at the next meeting.

6.0   CALSIEC & PSRSPC[1] COORDINATION

Bill DeCamp, California Dept of General Services DeCamp, spoke as a PSRSPC representative. He explained that the PSRSPC has a requirement to collaborate with the CalSCIP efforts. PSRSPC Technical Working Group (TWG) members have been putting in a good deal of effort to support TICP development. He also noted that systems of systems (SoS) has been worked on. Operability is a primary concern for PSRSPC members.

Bill told the group that the TWG has started to work on the Report to the Legislature that will be delivered at the end of the year. One of the primary messages will be that funding has not come through. Resources are limited and members are utilizing them where the TWG best sees fit. There has not been the legislative awareness for folks to understand the lack of funding. At the July 11 PSRSPC Executive meeting participants will be asked to work on achieving higher visibility with legislators.

Bill then asked who would represent CALSIEC at the PSRSPC Executive meeting on the following day. There were 4-5 people who would represent tomorrow.

Vinnie Buehler, Office of Homeland Security gave an update on their activities related to CASM, the Communications Assets Mapping Tool that has importance to both CALSIEC and the PSRSPC. OHS put forth a technical assistance request to put information into the CASM tool. There needs to be a governance structure, a state arbiter, and local area managers that take on responsibility of being in charge of local accounts. There were no comments on this and members are generally receptive with this approach.

7.0   SAFECOM – EMERGENCY RESPONSE COUNCIL (ERC) UPDATE
"NATIONAL PLAN FOR INTEROPERABLE COMMUNICATIONS"

The ERC, formerly known as the SAFECOM advisory group determined that there was a need for a National Plan for Interoperable Communications. They developed guiding principles and are asking CALSIEC to support them. The idea is for CALSIEC to send a letter back to SAFECOM.   As guiding principles, they are not required nor are they the basis of grant approvals but rather to demonstrate direction going towards improving interoperability and operability nationwide.

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[1] PSRSPC, Public Safety Radio Strategic Planning Committee

Discussion highlights:
- What is the relationship between the ERC and CALSIEC and the CalSCIP?
  - The idea is to have a national interoperability strategy. The SCIPs will be the building blocks for a national strategy.
- There is great recognition at the national levels that volunteer fire has operability issues to catch up on; One option is to join a regional system.
  - Modoc County example: By joining with other counties they can get a better buy---this is the intent of pooling together as a region.
- Remember if you are asking for something to be implemented you must pay for it.
- Be sensitive in the document that the language apply to all areas of California – many areas have very limited funds.
- Add: inclusivity for agencies very resource limited. And as wealthy areas upgrade, push then into under sourced areas.
- Guiding is good, but don't use words such as "SHALL."
  - Reword #8 for SAFECOM. Remember the idea is to guide 'in principle' versus 'here is the solution.'

8.0 CALSIEC REGIONAL REPORTS

North: Bill DeCamp, California Dept of General Services. Last meeting in June. Sutter County representative attended. They have a TICP combined with a number of other counties. Shasta can be held up as a model and other counties followed that example. It is rural focused! Southern California rural areas will use it as a model too. Funding support will only be available for prep of TICPs will only go through 2007

South: Bob. Next meeting in July 18. We have 11 of 12 counties to hand in their info.. Kern straddles Central. It was really helpful the way the info was shared. What they found was that the smaller counties was the providing them a template and an example really made a difference.

Central: John Powell reported. He will try to organize a Central CALSIEC meeting or maybe they could do a conference call like the Capitol/Bay area did recently with a number of leaders from that area.

Capitol/ Bay: Recently had a successful leadership conference phone call. Laura gave a report. In 2006 the three UASI areas became a super UASI. They have made a lot of progress. The amount of change and activity has been great. On the east side of the bay, Alameda and Contra Costa is forming a joint power authority (JPA). On the west side of the bay, they are doing a west bay RCS. In the south bay, they are also collaborating with the Sacramento area. They are doing a tier 1 and tier 2, UASI interoperability, so they would have interoperability thru the whole i-80 corridor. It is bigger than 37 or 38 states. All the TICP'S need to be updated. For governance, they are looking to sustainable funding. Some areas have it and others don't. Group extended invitation to Laura and Kent to serve as co-chairs for Capitol/Bay Area CALSIEC. They will discuss. CALSIEC is looking for a POC for Capitol/Bay Area.

John Powell requested if anyone has some great model Joint Power Agreements (JPA) to please post on niix.org.

Members encouraged to think about regional dispatch centers. Laura has a pilot now looking at this. San Diego is also looking at a similar idea. Kent is looking at doing the same think too.

Comment: John Penido said linking the CADs is one goal. That is different than consolidating.

9.0 TRIBAL REPORT

Speaking primarily from law side, most counties that have fire are part of the California Department of Forestry & Fire Protection (CALFIRE). But there are many problems on the law side working with county jurisdictions. There are frequency problems with access to frequencies. How is that being handled? How is interoperability being addressed? The tribes can be a big resource. Some of the bigger tribal governments would even pick up the cost to help out the small tribal governments.

This should be brought up again. In the next 90 days we'll have our hands full with the SCIP. But in the 12 month time frame we should sit down w the sheriff's assoc. need to sit down off line with the executive committee and tribal representatives with the sheriffs executive committee or communications group.

10.0 PUBLIC SAFETY INTEROPERABILITY COMMUNICATION GRANTS (PSIC) INVESTMENT JUSTIFICATION UPDATE

Vinnie Buehler, from the Office of Homeland Security serving as an alternate to Robert Samaan gave an Investment Justification update (IJ). He said that unfortunately OHS doesn't have the guidance from the federal Department of Homeland Security (DHS). OHS is putting a lot of thought into it, but can't yet commit to any particular things. OHS has been told there will be 12-15 Investment Justifications (IJs) and they will be flexible. It says there will " no per capita dumps" so we assume everything will be competitive. DHS wants geography and technology considered and are talking about the 20% in kind match. Nothing that's been done previously can considered in kind. It has to be done within the 3 years. They don't want to see things that have been funded through other grant programs.

Laura – distinguish between funding sources. It has to be separate. Vinnie commented that just distinguish what piece of your system is being funded by this. The funds are for reimbursement only. You have to have the 20% match at the time of draw down.

The State will get its allocation later this month. Then OHS will start processing IJs. Money will be there but can't be processed until the state plan (SCIP) and IJs approved. The money must be spent within the end of the 3 years.

11.0 PUBLIC AND ORGANIZATIONAL COMMENTS- There were no comments.

12.0 MEETING EVALUATION

Adam summarized the action items and the pre-agenda the group developed for the August meeting. This pre-agenda is recorded at the front of the notes. Adam reminded participants to provide feedback on the meeting on the 3x5 cards on the tables.

FEEDBACK ON MEETING FROM MEMBERS:
1. The California Hospital Association and California Ambulance Association should be invited to these meetings.
2. Good participation. A lot accomplished. Good identification of action items.
3. The names plates are useless. Can't see across room, except those handwritten. Attendees should write own name and agency.
4. Spell check meeting minutes and be consistent with acronyms CALSIEC..CALSIEC. Hard to be viewed professional when presentations on website have simple errors.

13.0 NEXT MEETING: The next CALSIEC meeting was set for August 16. 10am -3pm. Likely in Burbank. Location to be determined. The group decided that for the coming period of intense SCIP development they will need to meet monthly.

14.0 ATTENDANCE

SIGN IN SHEET
Sue Plantz – OES
George Lowry – OES
Marlo Brush – OES
Tom Murray – OES
Adam Sutkus – CCP
Sarah Rubin – CCP
Julia Lee – CCP
Bill DeCamp – DGS
Glen Nash - DGS
John Penido – CA. Fire Chief Assoc.
Don Casey – San Manuel Mission Indians
Don Root – San Diego Co Sheriffs
Bob Sedita – L.A.S.D
Angela Azevedo – CDCR
Preston Thomas – APCO
Markell Pierce – CDPH
Gary David Gray – CPRA / APCO
Ken Mann – LA City
Justin Kauffman – Cisco
Dean Zanone – Cisco
Tim Hammill – Cisco

Michael Hall - Cisco
Mary Cook – DFG
Ron Wong – LA County
Cameron Smith – San Jose Police
Tim McCauley – Riverside Co. Sheriff
Chuck Parker – Sacramento Co.
Jeff Grace – Motorola
Vincent Buehler – OHS
Tonya Hines - EMSA
Tom Noonan – TGS
Paul Owen - Modesto Police Department
Mitch Sutton – City of San Francisco
Laura Phillips – City of San Francisco
Bill Cory – Sutter Co. Sheriff Office
L. Thomas – Modesto PD

By phone:
Paula Sanbusky, Riverside County Sheriff
Brent Finster, Firescope
Jason Keeling, Pachanga Fire Dept, Tribal Rep South